

# Consumer Certificate Renewals

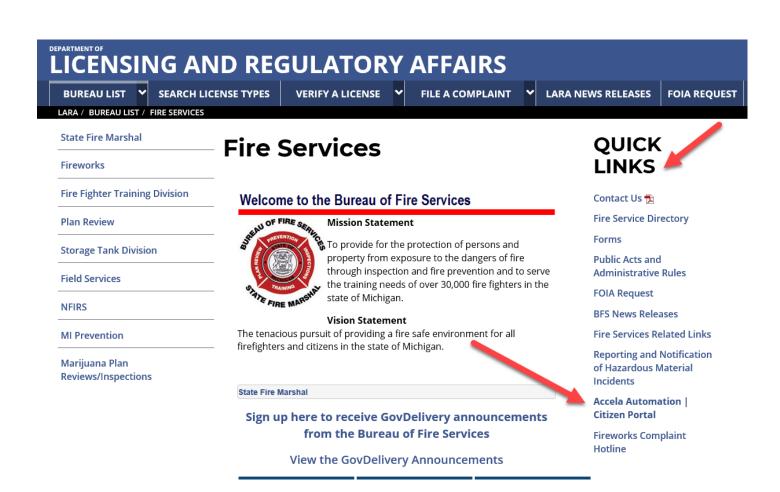
If you have an issued Consumer Certificate in years past and want to apply for that same location for another year, you may renew your registration on January 1<sup>st</sup> – April 1<sup>st</sup> of the year you are renewing.



To get started you will want to go to: <a href="https://www.michigan.gov/bfs">https://www.michigan.gov/bfs</a>

Then under Quick Links, you will want to click on Accela Automation- Citizen Portal to start the application.

Click here to get
to: Accela
Automation
Citizen's Portal





Once on the Verify a License page, you will need to fill out:

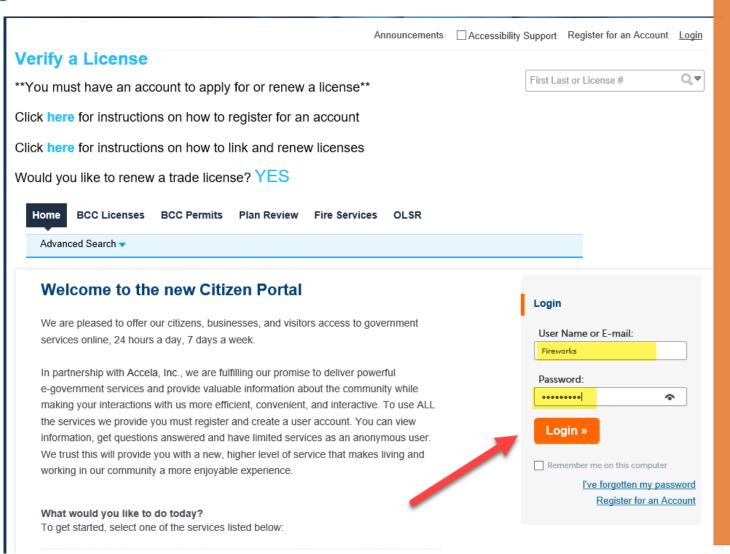
User Name or E-mail:

&

Password:

Then click on:

Login >>

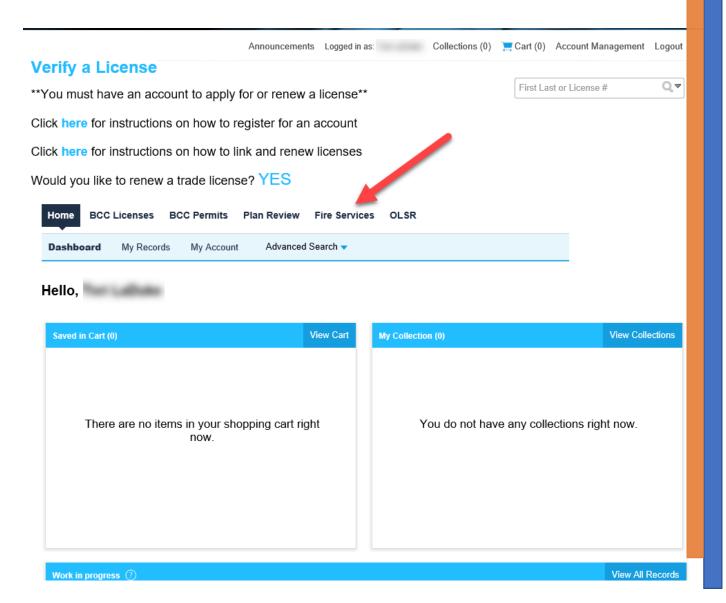




Once you are logged in this will be what the Home screen looks like.

Click on:

**Fire Services** 





Now you will see all the Records in your account. Look for the Certificate you want to renew.

#### Click on:

**Renew Application** 

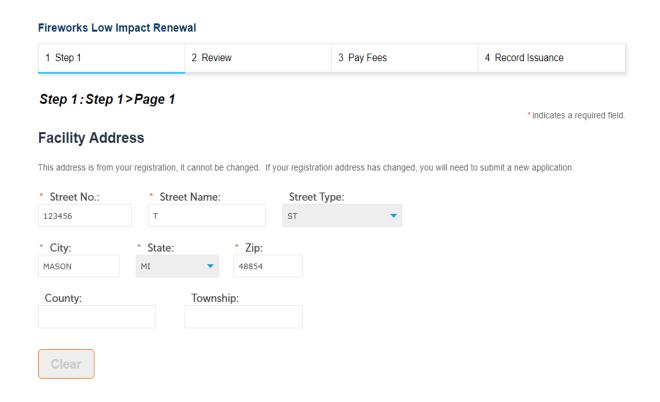
Structure States	11/30/2020 CT00089	Consumer Fireworks Certificate Temporary Structure	Т	58245 t, LANSING MI 48912 United States	0	laduk1vm	Received	Renew Application
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#### Step 1:

The system will auto populate the facility address.

If you have a different address, then what appears on your certificate being renewed, you will have to complete a new application.





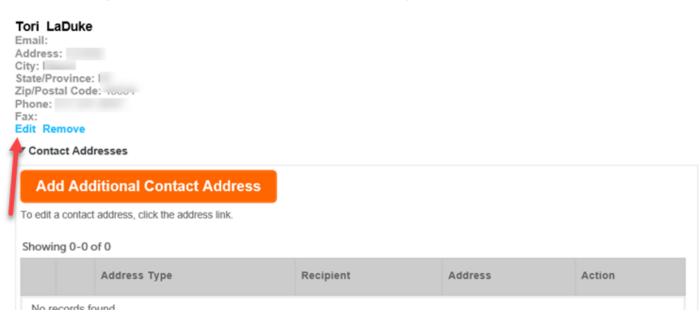
### Step 1 (continued):

If you have a new contact that you would like to add to the account, you will click add new.

You may edit a contact by clicking the edit link.

#### **Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.





#### Step 1 (continued):

Application information will auto populate.

You will have to enter or answer the questions highlighted in yellow.

#### **Renewal Application**

#### APPLICATION INFORMATION

Michigan Sales Tax License Number:  BB-1524567	
*Business Name Listed on Sales Tax License:	
*What is your current Michigan Sales Tax License Expiration Date:: 12/31/2021	
* Sentenced for Felony Conviction within the preceding 5 years:	
*Ever been convicted of a felony involving theft, fraud, or arson:	
*Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules::	
PLAN REVIEW EXEMPTION	
Does the location have an approved automatic fire sprinkler system:	
* Is this a renewal application for a permanent facility that has had <u>Yes</u> No No changes since last year?:	
*Amount in pounds of pyrotechnic composition on hand:	



Add attachments that are needed at this time for your application.

Bond
Sales Tax License
Site Plans
Floor Plans

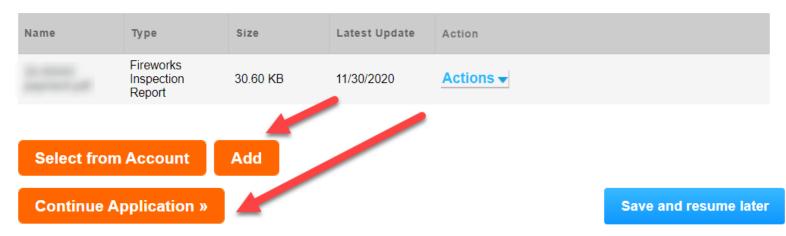
Then click on:

**Continue Application** 

#### **Attachment**

The maximum file size allowed is 100 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.





#### Step 2:

Review all the information for the location that you are renewing.

Click on: Continue Application

# FIRE SERVICES

Step 2: Review

#### **Continue Application »**

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Phone: 517-241-8847

#### **Record Type**

Consumer Fireworks Certificate Temporary Structure Renewal

Facility Address

Edit

58245 t

LANSING MI 48912

Applicant

Edit

Individual Tori LaDuke 123456 Mason, MI, 48854

**Renewal Application** 

APPLICATION INFORMATION

Edit

Michigan Sales Tax License Number: BB-1524567

Business Name Listed on Sales Tax License:

What is your current Michigan Sales Tax License Expiration Date:: 12/31/2021

Sentenced for Felony Conviction within the preceding 5 years:

No

Ever been convicted of a felony involving theft, fraud, or arson:

No

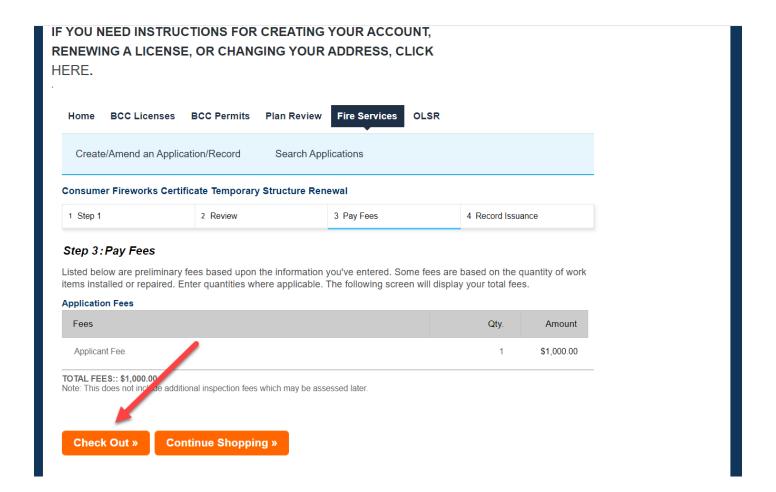
Applicant attests to verification of compliance (R 29.2914) in

No

Fireworks Safety General Rules::



Then you will want to click on: Check Out





Click on:

**Pay by Electronic Check** 

Or

**Pay by Credit Card** 

Click on:

**Next** 





#### **Payment Method**

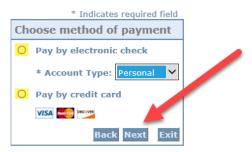
#### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.



#### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

#### International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.



### Check Payment Screen

Depending if you clicked on Electronic Check or Credit Card these are the screens you will see. Fill out all the highlighted fields and then Click:

**Next** 

#### **Billing Address** Use Business Name \*First Name: \*Last Name: \*Street Line 1: Street Line 2: \*City: \*State: Select State \*Country: UNITED STATES \*Phone: \*E-Mail: **Payment Details** \*Payment Amount: 50.00 USD Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day. **Payment Method** \*Name On Account: \*Account Number: What's This? \*Re-Type Account Number: \*Routing Number: What's This? \*Account Type: Checking Savings

### Credit Card Payment Screen

#### **MI Permit License Plan Review**

If you have entered a valid email address, the confirmation email will be received from  $\frac{1}{1000} = \frac{1}{1000} = \frac{1}{1$ 

To continue the payment process, click the "Next" button in the box below.

	* In-	dicates required field
Billing Address		
Use Business Name		
*First Name:		
M.I.:		
*Last Name:		
*Street Line 1:		
Street Line 2:		
*City:		
*State:	Select State	~
*Zip:		
*Country:	UNITED STATES	Y
*Phone:		
*E-Mail:		
Payment Details		
*Payment Amount:	50.00 USD	
Payment Method		
	on Card:	
*Card I	Number:	
*Expiration	* Month	
*Expiration	* Year	
*Card Verification Value	(CVV2): What's This?	<b>/</b>
		Back Next Exit



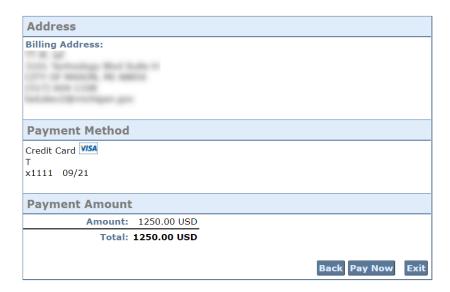
Click: Pay Now

#### **Payment Review**

#### MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.

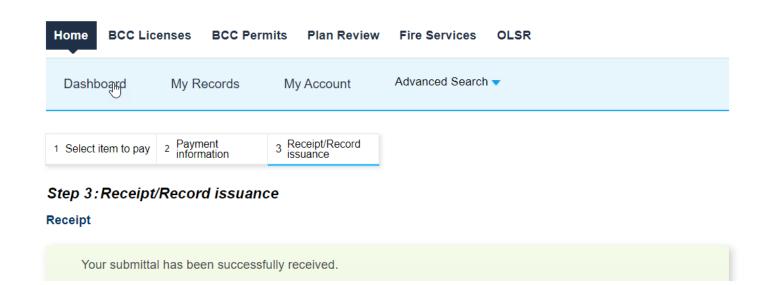
If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.





Once you have paid you will go back to Accela and give you a record number. This means you have completed the application process.

For your consumer application you will be given a renewal number and you will upload any new documents needed until it is issued and then you will be issued your CTXXXXX number



1001 BARNES ST, MASON MI 48854

2020-CT00112